

# SELF SCHEDULING GUIDELINES AND INSTRUCTIONS

This outlines the *GUIDELINES* for Self Scheduling and the *HOW TO INSTRUCTIONS* on how to implement this procedure.

*GCSL* has added programming for Self Scheduling which follows the general process used previously, but has been improved to use the *GCSL* web site to perform the procedure. Use of the web site will help prevent spelling mistakes, make it easier and faster to use, prevent data entry errors, and (in the future) will provide reports to help Club Management work with their teams so that they meet the goals of the Club. The schedules will be available on the *GCSL* website immediately after the self scheduling meeting concludes.

One of the major changes in this Self Scheduling procedure is that coaches will no longer enter the games into the new Self Scheduling system. The club will designate a person who will work with the scheduler at the self-scheduling meeting to enter the games into the *GCSL* system.

There will still be Self Scheduling Meetings for the coaches and every coach or an individual who can represent the team must be in attendance at this meeting. However, coaches can make contact in advance with opponents to begin to prepare for the meeting.

Here is a list of the steps that each Club must take prior to the Self Scheduling Meeting. This outlines the process for *GCSL* games only, *TPL*, *CPL* and *DL* will still be scheduled in the same manner as previously.

**ONE:** By the date specified by the Operations Committee as contained in the Important Dates listing for each season, each Club must prepare a list of fields that they will be use in the coming season. The list of fields is to include the size of field - e.g., 11v11, 9v9, 7v7. These fields for the upcoming season are to be entered into the *GCSL* website (YES for authorized fields for this season and to turn off any fields not being used as a NO) and for each field if it is to

be used it must be listed as a field 11v11, or 9v9, or 7v7 games. **This information must be entered by the date specified.**

**TWO:** By the Self Scheduling meeting each Club is to prepare Field Use Sheets listing all their available fields by day/dates and the available times for each date (weeknight, Saturday and Sunday) for each size of field (11v11, 9v9, 7v7). The fields on these sheets are to match the fields entered into the GCSL web site as outlined above in section ONE outlined above:

**THREE:** As outlined earlier, as the games are scheduled, it will be done by a specified individual for that Club. The Club President will provide this individual with the PASSWORD that will permit entry into the Self Scheduling section of the GCSL for that Club. The individual WILL NOT be able to enter any other areas of the Club's Website with the Self Scheduling PASSWORD. The PASSWORD can be changed by the Club President at any time that it is necessary.

Each Club must have at least one Club Scheduler.

For Clubs who share fields with other Clubs, each Club may have its own Club Scheduler or they may elect to use just one individual as the Club Scheduler. If they elect to share this function, the Club President(s) will have to provide the PASSWORD to the selected Club Scheduler so that they can enter the Self Scheduling section to do the input on game schedules. However, as previously stated, the Club Scheduler cannot gain entry into the other information of the Club.

The Club Scheduler(s) must be in attendance at the Self Scheduling Meeting.

The Club should enter the name(s) of the Club Scheduler in the section of the GCSL Web Site. This will allow the Operations Committee to email to the proper Club Scheduler(s) concerning self scheduling. This entry should be kept up to date any time that there is a change.

**FOUR:** Each Club (or for Clubs that Share Fields) must have a Field Assignor. This individual will assign fields, dates and times as they are requested using

the Field Sheets outlined in Section TWO above. To prevent double scheduling they are to mark off scheduled times and give the coach an approval Card to him or her to take to the Entry Coordinator.

It is strongly recommended for Clubs who share fields that the same individual is to handle all teams from the multiple Clubs (either as the Club Scheduler / Field Assignor) for each field size in order to prevent double booking of fields. So if there are more teams than one individual can handle, the workload should be divided by size of field - 7v7, 9v9, 11v11.

(NOTE: Future improvements will include times, days, dates for fields being included in the Self Scheduling program to prevent double scheduling. In the future, there will be reports for each Club that shows - for example, the number of Home and Away games for each team in the Club).

**FIVE:** The Self Scheduling Website will operate using drop down menus. In the Self Scheduling area of the web site, the Club Scheduler will be able to select a specific team for the Club(s) for each he/she has the PASSWORD. Once the team is selected it will show the following information.

- The team selected,
- any schedule already entered for that team,
- the team's opponents
- size of field 7v7, 9v9, 11v11.

Once the opponent is then selected from the drop down menu, it will show the team's home fields available. The Club Scheduler will pick the home field provided - by the Field Assignor - from the drop down menu and then enter the date (drop down menu) and enter the time for the game and close out that game (time is manual entry).

**SIX:** The Field Assignor / Club Scheduler will complete these steps for each team from their Club(s).

The schedule will be directly written into the GCSL Web Site Schedule. When the Scheduling system is open, it will state on the schedule page that the schedule is not yet finalized. Once the Self Scheduling is completed and the Scheduling Option is turned off, the schedule will be in the GCSL Web Site and the note on the schedule page will be removed.

In the event that the Club did not create sufficient number of fields (in any or all of the sizes of field), Club Management will be able to go into the Field Section of the Web Site and enter (turn on) an additional field. Once turned on the field will immediately be available on the Club Scheduler on the drop down menu and can be assigned. The responsible individual who added the field(s) must coordinate with the Field Assignor so that he/she can assign the additional slots that are available.

In addition, as long as the Scheduling system is open, the Club (with their PASSWORD) can correct, modify or change the schedule for any of the teams in their Club(s). Changes, if made, need to be agreed upon by each team.

## **HOW TO USE SELF SCHEDULING WITHIN GCSL WEB SITE**

**At the league level , on the registrar page** (*below*), there is a new indicator “*Scheduling Open?*”, which controls whether or not clubs have the ability to add, change, or remove games in the existing schedule for any team in their Club.

<p><b>REGISTRAR - LEAGUE LEVEL</b></p> <p><a href="#">Modify a player</a> (modify any player information)</p> <p><a href="#">View late add players</a></p> <p><a href="#">View late add coaches</a></p>	<p><b>REPORTS:</b></p> <p><a href="#">Teams for Registration report</a> (Fall/Spring teams)</p> <p><a href="#">Teams for Registration report</a> (Spring only teams)</p> <p><a href="#">Players playing up report</a></p>
<p><a href="#">Scheduling Open?: NO</a></p>	<p><a href="#">Open Enrollment? YES</a> (Spring only)</p>

This information is carried over to the **main page for each club**, as shown below (*Scheduling Open?*)

<p>Open Enrollment?: <b>YES</b> (Fall / Spring)</p>	<p>Open Enrollment?: <b>YES</b> (Spring only)</p>
<p><a href="#">Scheduling Open?: <b>NO</b></a> <a href="#">Score entry Open?: <b>YES</b></a></p>	<p>Clubs print cards?: <b>YES</b></p>
<p>Total # of Teams (in your club): <b>34</b> (Spring only: <b>2</b> Spring/Fall: <b>32</b>)</p>	<p>Total # of Coaches (in your club): <b>81</b> (Head - Spring only: <b>2</b> Head - Fall/Spring: <b>32</b> Assistant - Spring only: <b>3</b> Assistant - Fall/Spring: <b>41</b>)</p>

On the “secondary” page at the **club level** (shown below), the club now has the ability to add, modify, and remove a “club scheduler” to their organization.

<p><b>Field Management (Assinging teams to fields):</b></p> <p><a href="#">Add a Field</a></p> <p><a href="#">View / Modify / Delete Fields</a></p> <p><a href="#">Assign home fields to teams</a></p> <p><a href="#">View # of teams per home field - Spring(NEW!)</a></p> <p><a href="#">View # of teams per home field - Fall(NEW!)</a></p>	<p><b>Field Directions (How to get to your fields):</b></p> <p><a href="#">Add a Field</a></p> <p><a href="#">View / Modify / Delete Fields</a></p>
<p><a href="#">Add Scheduler</a></p> <p><a href="#">View / Modify / Delete Scheduler</a></p>	<p><a href="#">Add Club Registrar</a></p> <p><a href="#">View / Modify / Delete Club Registrars</a></p>

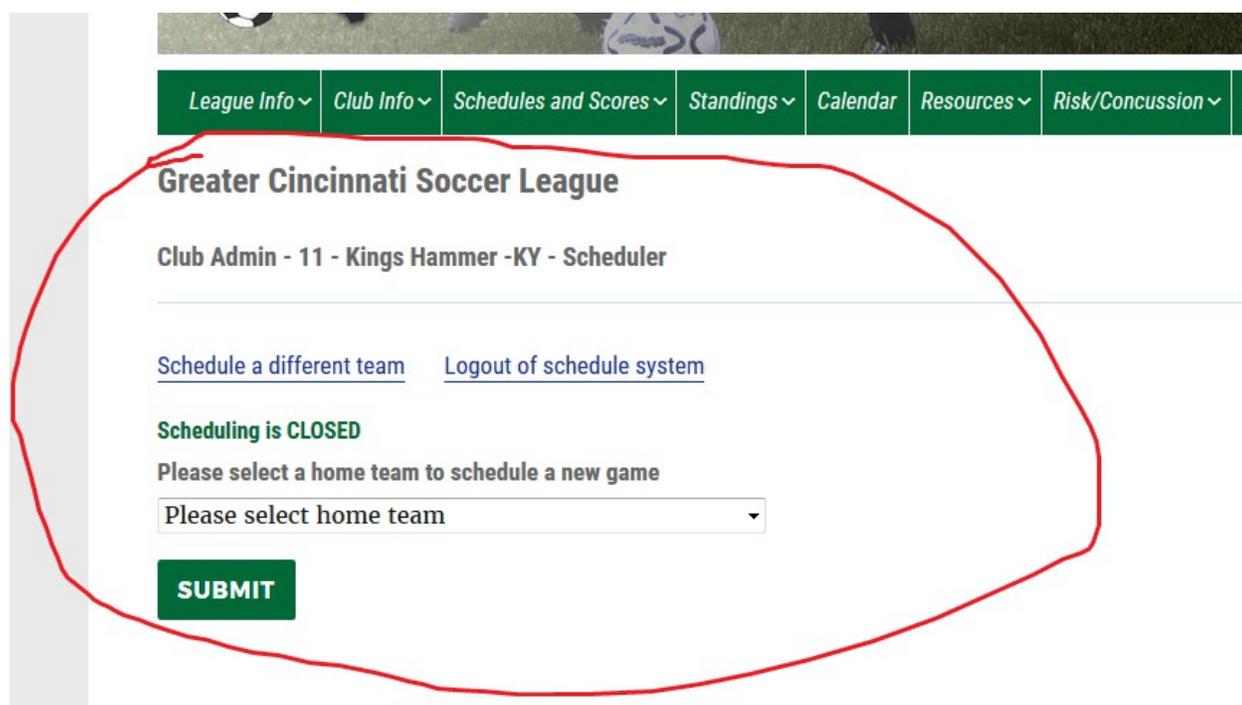
*If defined*, the club scheduler has the ability to access ONLY the game scheduling functionality (*when open*). In addition, if preferred, a club admin and/or club rep may also access the club scheduling functionality (*when open*). Link in club admin **shown below**.

On the main page for any club (shown below) is the link that a club admin and/or club rep could use to access the schedule functionality (when open), and if desired. If a club scheduler is added, the system will email that person with an individual password that will allow them to ONLY directly access the game scheduling functionality (shown below). The club scheduler cannot access any other club functionality.

(display coaches who need new Risk Management forms signed in your club)	<u>Assistant Registrar functions</u> (will only work for Registrar)
<p><b>Reports:</b></p> <p><a href="#">Print list of Teams</a> (Head Coach)</p> <p><a href="#">Print list of Teams</a> (for field assignment)</p> <p><a href="#">View All coaches for your teams</a></p>	<p><a href="#">View / Modify / Delete a Team</a> (Head Coach) (above link can also update address, email when registration is closed)</p> <p><a href="#">View / Modify / Delete a Team</a> (Assistant Coaches) (above link can also update address, email when registration is closed)</p>
<p><b>Player &amp; Coach card information:</b></p> <p><a href="#">View Player &amp; Coach card costs</a></p> <p><a href="#">View Team costs - Fall registration</a></p> <p><a href="#">View Team costs - Spring registration</a></p>	<p><a href="#">Game scheduling (add/delete)</a> (also directly available to club scheduler)</p>

Below is what the club scheduler has access to (*if added by the club*), and what the club president and club rep has access to, if the link is clicked in the club admin. Again, if scheduling is “CLOSED”, then this is the farthest anyone in the club can access in the system.

From the below screenshot, when Scheduling is “OPEN”, the club scheduler, club president, and/or club rep has the ability to select a team to start scheduling a game. The “Please select home team” displays all of the home teams for the given club. For sake of conversation, this shows team **B0398** for club **11**, and walk through the options available.



The below screen shows what happens next (when scheduling is OPEN). The user will be displayed the current schedule, if any, for the selected team. The user may “schedule a different team” (start over), “logout of system”, “delete this game” (user schedules a game with an incorrect date, or incorrect field, or time, or opponent... Delete the game and re-enter), or “add a new game”. We will walk through the process and steps when the user clicks “Add a new game”.

## Greater Cincinnati Soccer League

Club Admin - 11 - Kings Hammer -KY - Scheduler

---

[Schedule a different team](#)   [Logout of schedule system](#)

Current schedule for team B0398

Game Date	Game #	Hour	Minutes	Field Code	Home team	Visit team	Delete
5/17/2017	2157	18	30	96-09	B0398	B03108	<a href="#">Delete this game</a>

[Add a new game](#)

If “add a new game” is selected, then the user is shown **the screen below**. Home team (already known), age group (already known), division (already known) are displayed, for user validation purposes. User must select **opponent, game date, field, game start hour, and game start minute**.

## Club Admin - 11 - Kings Hammer -KY - Scheduler

---

[Schedule a different team](#)

[Logout of schedule system](#)

**Home team:** B0398

**Age Group** U14B

**Division:** 1

**Opponent:**

Please select opponent ▼

**Game date:**

**Field:** *(If opponent has not selected a home-field, '\*' will be displayed)*

Please select field ▼

**Game time (hour):**

Please select game start hour ▼

**Game time (minute):**

Please select game start minute ▼

**SUBMIT**

**Opponent select list** is populated only with the same teams in the same age-group, and same division as your home team. In this specific case, B0398 (home team) is in Under 14 Boys, First division, so the teams listed below are in same age-group and division. Number in parenthesis is the club # of the team in question, such as club #18 for team B03104 (validation purposes for person scheduling game).

**Opponent:**

Please select opponent

- Please select opponent
- B03104 TUMF B03 White (18)
- B03106 TFA Mercurial (17)
- B03108 NKSA U14B-Fugazzi (20)
- B03109 ISC-Legends B03 (30)
- B0351 STAR B 2003 Red (13) *field,*
- B0382 Midd Velocity (22)
- B0399 KH B03 Select Mueller (11)

**Game date** will display a calendar when selected, as shown below:

**Game date:**

< Jun 2017 >

	Su	Mo	Tu	We	Th	Fr	Sa
21	28	29	30	31	1	2	3
22	4	5	6	7	8	9	10
23	11	12	13	14	15	16	17
24	18	19	20	21	22	23	24
25	25	26	27	28	29	30	1
26	2	3	4	5	6	7	8

CLEAR

hour

minute

SUBMIT

**Field** will display a list of fields that are defined within the same club as the home team, **and** have the field size defined **the same** as the age group of the home team in question. In this example, **B0398** is currently defined as a Under 14 team, club 11. The Under 14 age group is defined to have a field size of 11v11. For club #11, the list of fields displayed below are the home fields that have a field size of 11 defined for club #11. If a field is not displayed below, then make sure that **a)** the field is defined in your club, and **b)** the field size is defined to be the correct size for the age group in question.

Please select field

- 11-04 Tower Park Fld 3 11v11
- 11-10 Mills Road (8v8 &11v11)
- 11-15 Pendery Park 11V11
- 11-31 Town and Country Sports complex Field 8v8,11v11
- 11-92 Central Park
- 96-01 Clearcreek 1
- 96-04 Clearcreek 4
- 96-07 Clearcreek 7
- 96-09 Clearcreek 9
- 96-13 Clearcreek 13
- 96-14 Clearcreek 14
- 96-16 Clearcreek 16
- 96-18 Clearcreek 18
- 96-19 Clearcreek 19
- 99-01 Mills Road (9v9 &11v11)

Please select field

**Game starting hour** options are shown below. I have arbitrarily chosen 8AM – 8PM as valid starting hours, but it could easily be changed to whatever is needed.

Game time (hour):

Please select game start hour

- Please select game start hour
- 8
- 9
- 10
- 11
- 12
- 13 (1pm)
- 14 (2pm)
- 15 (3pm)
- 16 (4pm)
- 17 (5pm)
- 18 (6pm)
- 19 (7pm)
- 20 (8pm)

[League Info](#)

[Standings](#)

**Game starting minute** is shown below. The list of times is listed in 0-55, in 5 minutes increments, as a valid starting minute for games. This could be easily changed to whatever is needed

Game time (minute):

Please select game start minute ▾

Please select game start minute

- 0
- 5
- 10
- 15
- 20
- 25
- 30
- 35
- 40
- 45
- 50
- 55



Rules  
Latest

Schedules and

Resources

When the user supplies valid selections for **all of the above fields and submits**, then the game is added to the schedule and the user is automatically redirected to this page (*below*), where the newly added game will be displayed (*I did **not** submit the game to this team's schedule, so the display is the same as it was before*).

## Greater Cincinnati Soccer League

Club Admin - 11 - Kings Hammer -KY - Scheduler

[Schedule a different team](#)   [Logout of schedule system](#)

Current schedule for team B0398

Game Date	Game #	Hour	Minutes	Field Code	Home team	Visit team	Delete
5/17/2017	2157	18	30	96-09	B0398	B03108	<a href="#">Delete this game</a>

[Add a new game](#)

When the user is done adding games for this home team(s), then the following options are also available:

User is done with scheduling for time being: select "Logout of schedule system".

User is done scheduling for this team, but has schedule(s) to add to other team(s): select “schedule a different team”.

User notices a scheduling error(s) for the team in question, for one (*or more*) of the game(s) displayed above: select “delete this game”, confirm, and then “add a new game” with the correct scheduling data